APPLICATION FORMS AND CHECKLISTS

# Adaptable Development Approvals Process Toolkit (ADAPT)

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# Introduction

## Purpose

The consolidated Development Application form and Subdivision Application form may be adapted to provide municipalities ease in processing different types of applications concurrently. Applicants may be able to evaluate requirements and make decisions on application types more efficiently as they are not required to review multiple forms and provide redundant information. The basic template for the consolidated Development Application form has been created to include the following application types:

* OCP Bylaw Amendment;
* Zoning Bylaw Amendment (Rezoning) application;
* Development Permit (and re-issuance);
* Development Variance Permit;
* Board of Variance Permit;
* Temporary Use Permit (and re-issuance);
* Sign permit application;

Local governments can customize the application forms to suit their local needs. Subdivision Applications may be made to divide larger and/or contiguous landholdings creating new parcels of land, consolidating multiple landholdings into one development parcel or adjusting property lines. Through this process, new public streets, public parks and municipal services may also be provided to support the new development. Due to these reasons, subdivision applications tend to have more variability than other kinds of applications, hence, a separate subdivision application form is provided in the toolkit package.

## How to Use

Below are instructions on how to adapt and modify the forms and templates that are part of this package.

* Find the download links for forms/information sheets to access the files in Word format (.docx).
* Add your local government’s logo and name on the cover page and in the header.
* Look out for pink dash-bordered boxes (as shown below) that provide instructions on how to customize each section of the document to suit your local government’s needs.

|  |
| --- |
| **Instructions:** The contents of the table below are some of the basic requirements that are common across local governments in BC. Please add/remove any requirements to suit your local government.   * After making the necessary changes, the ‘Instructions’ box on each page can be deleted. * After deleting the boxes, review the positioning of content for any break in flow or structure. |

# Download Links

## Forms

* Development Application Form
* Subdivision Application Form

## Information Sheets

* Drawing Standards
* Rationale Letter/Cover Report Template
* Project Information Table

## 

## 

|  |
| --- |
| **​​Instructions:** ​​Insert logo/emblem |

## 

## 

## 

# Development Application Form

**<​​Insert name, address, and contact information of local government>**

|  |
| --- |
| **​​Instructions:** ​​Insert name, address, and contact information of local government |

|  |
| --- |
| ​​**Instructions: ​​**Please update the following list with the type of applications that your local government would like to consolidate in this form.​  Refer to the questions below that may help guide your decision when choosing the application types to consolidate.   * Which type of applications often have similar information requirements from the applicant? * Which type of applications often have a similar process timeline or are processed concurrently? |

**Applicants are advised to consult with <​Insert Department Name​> before submitting an application.**

This application is submitted for the following (please check all that apply):

​​​ Zoning Bylaw Amendment (Rezoning)

​​​ Board of Variance Permit

​​​ Development Variance Permit

Development Permit

​ ​Development Permit Amendment

​ ​OCP Bylaw Amendment

​ Sign Permit

​​  ​Temporary Use Permit

​​ ​​Reissuance (check relevant type above)

|  |
| --- |
| **Instructions:** You may provide a link to a development application guide in this section if your local government has one, or you may choose to adapt the ​​​Guide to Development Applications provided in the toolkit package. |

For more information on each type of application and its approval processes, please refer to our Guide to Development Applications.

|  |
| --- |
| Applicant Details |
| **Name of Applicant:**  ​​  ​ Check if the APPLICANT is the sole OWNER (if not, complete the Authorized Agent section and Owner’s Acknowledgement of Responsibility Form - attached on page \_\_\_). |
| **Property Owner’s Name: I/We**  Address of Owner:  City/Town/Village:  Postal Code:  Registered Owner of Real Property described as (full legal description):  Phone: |
| **Authorized Agent of the Owner:**  Address of Agent:  City/Town/Village:  Postal Code:  Phone: |
| Property Details |
| Civic Address(es):  *(If this application is for more than one property, please list all addresses below)*  Legal Description: Lot \_\_\_ Block \_\_\_ Section \_\_\_\_ Plan \_\_\_\_\_\_\_\_\_\_ Except\_\_\_\_\_\_\_\_\_\_\_\_  Parcel Identifier (PID):  Existing Zoning:  Existing Use:  Adjacent Land Uses:  N \_\_\_\_\_\_\_\_\_\_\_\_\_\_S\_\_\_\_\_\_\_\_\_\_\_\_\_\_E \_\_\_\_\_\_\_\_\_\_\_\_\_\_W \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Proposed Development** *(Add a separate page as an attachment to the application with the title ‘Description of Proposed Development’.)* |

## Basic Requirements

|  |
| --- |
| **Instructions:** The contents of the table below are some of the basic requirements that are common across local governments in BC. Please add/remove any requirements to suit your local government. |

*The section below contains basic information that should be provided for all kinds of applications.*

| Basic Requirements (All Applications) | |
| --- | --- |
| Submitted | Requirement |
|  | Application form filled and signed |
|  | Current Certificate of Title (not dated more than 30 days prior to submission). |
|  | Payment of applicable fees (refer to development fees table) |
|  | Copies of all non-financial charges registered on the State of Title (covenants, easements, rights-of-ways, etc.) |
|  | Rationale Letter (addresses relevance to OCP, Zoning Bylaw, or any other relevant policies, plans or bylaws). |
|  | Site Disclosure Statement |

|  |
| --- |
| **Instructions:** Please customize the table below to suit your local government’s needs and according to the Development Permit Areas designated in your OCP. You can hyperlink guidelines/checklists developed by your local government in the table below. |

*Please fill out the parts of the section below that are relevant to your application.*

|  |  |  |
| --- | --- | --- |
| Land Use Applications *(Rezoning; Official Community Plan Amendments)* | | |
| Proposed Zoning and Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Proposed OCP Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Temporary Use Permit Applications | | |
| Proposed temporary use and reasons for requesting a permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| CESSATION OF TEMPORARY USE PERMIT  A Temporary Use Permit is only intended to allow for an activity over a limited period of time. At the expiration of the Permit, it is intended that the temporary use will:  Cease.  Be moved to another site that is zoned (or designated) for that use.  During the time that the temporary permit is in effect, a rezoning application will be applied in order to change the zone on the property. If the application is unsuccessful and the temporary permit expires, the temporary use will be removed.  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Development Permit Applications | | |
| Form and Character Development Permit Area  Ecological Development Permit Area  Sensitive Ecosystem Protection Development Permit Area  Aquifer Protection Development Permit Area  Slope Hazard Development Permit Area  Wildfire Hazard Development Permit Areas  Floodplain Hazard Development Permit Area  Landslide Hazard Development Permit Area  Riparian Protection Development Permit Area  Energy Conservation Development Permit Area  Water Conservation Development Permit Area  Greenhouse Gas Emissions Reduction Development Permit Area  Heritage Conservation Development Permit Area  Development Permit Area for the Protection of Farming | | |
| For the purpose of:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Subdivide the land;  Construct a building or structure or addition thereto;  Alter the land, a building or structure on the land, being a Provincial Heritage Site;  Alter the land, a building or structure on land within a Development Permit Area; | | |
| Variance Applications | | |
| Variances requested | From | To |
| Setbacks  Front  Rear   \_\_\_\_\_\_\_\_\_ Side Lot Line  \_\_\_\_\_\_\_\_\_ Side Lot Line  Total Side Lot Lines |  |  |
| Building Height |  |  |
| Roof Height |  |  |
| Occupiable Height |  |  |
| Open Site Space (%) |  |  |
| Space between buildings |  |  |
| Front/Rear Paved Surface |  |  |
| Number of Storeys |  |  |
| Number of Units |  |  |
| Parking Stalls |  |  |
| Tree Protection Requirements |  |  |
| Landscape Requirements |  |  |
| Servicing requirements in agricultural and industrial zones |  |  |
| Requirements for additions or the reconstruction of a legal non-conforming use after damage or destruction |  |  |
| Mobile home siting |  |  |
| Other, Please Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| *Description of Statement of Undue Hardship, Completion Time, and any other additional information: (Add a separate page as an attachment to the application with the title ‘Statement of Undue hardship’.)* | | |

## Additional Information Requirements

**PLEASE NOTE**

*A pre-application meeting with staff is required to determine additional application requirements.*

|  |
| --- |
| **Instructions:** The table below provides a list of additional documents and studies that may be required and can be modified to suit your local government’s needs. This section can be used during the pre-application stage to guide the applicant on the information required for their specific proposal. The first column marked ‘required’ is for staff to indicate what is needed from the applicant, and the second column marked ‘submitted’ is for the applicant to indicate what has been attached to the application. |

|  |  |  |
| --- | --- | --- |
| Additional Information Requirements | | |
| Proposal Summary | | |
| Required | Submitted | Supporting Documentation |
|  |  | Rationale Letter/ Cover Report |
|  |  | Project Information Table |
|  |  | Community Amenity Contribution Proposal |
| Drawings/Renderings | | |
| Required | Submitted | Supporting Documentation |
|  |  | Site Plan (existing) |
|  |  | Site Plan (proposed development) |
|  |  | Floor Plans |
|  |  | Color Elevation Drawings |
|  |  | Cross-sections |
|  |  | Perspective Drawings |
|  |  | Streetscape showing neighboring buildings |
|  |  | Contour plan |
|  |  | Landscape Plan |
| Form and Character | | |
| Required | Submitted | Supporting Documentation |
|  |  | Architectural Report |
|  |  | Heritage Impact Assessment |
|  |  | Materials Board |
|  |  | Shadow Study |
| Environment | | |
| Required | Submitted | Supporting Documentation |
|  |  | Details of Green Building Features |
|  |  | Environment Site Assessment |
|  |  | Environmental Impact Assessment |
|  |  | Tree Management Plan |
|  |  | Arborist Report |
|  |  | Geotechnical Study/Report/Assessment |
|  |  | Archeological Assessment |
|  |  | Rainwater Management Plan |
|  |  | Stormwater Management Plan |
|  |  | Riparian Area Regulation Report |
|  |  | Bio-Inventory Report |
|  |  | Hydrogeological study |
|  |  | Hydrological study |
|  |  | Hazard Risk Assessment |
| Transportation | | |
| Required | Submitted | Supporting Documentation |
|  |  | Traffic Study |
|  |  | Parking Study |
|  |  | Transportation Site Assessment |
|  |  | Transportation Impact Assessment |

For more information on the required studies, please refer to our Required Studies guide. For more information on Drawing detail requirements, please refer to our Drawing Standards Information Sheet.

|  |
| --- |
| What Should be in the Proposed Site Plan?  * Parcel and road layout, with dimensions of all parcels * North arrow; scale; existing streets and street names * Location of natural features, ie., creeks, lakes, steep banks, etc. situated on the subject parcel and adjacent parcel. * Location of existing buildings and structures * The total area (size) of the subject property and each proposed parcel * A copy of any rights-of-way or easement on the subject parcel * Contour information if appropriate * Applicable zoning setbacks (building envelope) * The location of any hazard areas, steep slopes and any areas subject to flooding |

**BEFORE YOU SUBMIT**

We encourage applicants to contact owners and residents of nearby properties about their proposals early in the process.

## Declaration

I/WE hereby declare that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Registered Owner                                     Signature of Agent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date                                                                                                                       Date

|  |
| --- |
| **Instructions:** Please add your local government’s contact details under the ‘Freedom of Information Notice’ section below. |

**FREEDOM OF INFORMATION NOTICE:** Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this application and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to **<insert local government’s contact details here>**.

|  |
| --- |
| **Instructions:** Please customize the contents of the table to suit your local government’s needs and update the fees column according to your Development Fees Bylaw. |

## Development Fees

|  |  |  |  |
| --- | --- | --- | --- |
| Development Fees | | | |
| Land Use Applications | | | |
| Required | Paid | Category | Fee |
|  |  | OCP Amendment Application | $- |
|  |  | Zoning Bylaw Amendment Application | $- |
| Development Permit Applications | | | |
| Required | Paid | Category | Fee |
|  |  | Development Permit Application that is not combined with a zoning or OCP amendment bylaw process | $- |
|  |  | Reissuance of Existing Development Permit | $- |
|  |  | Development Permit that is combined with a zoning or OCP amendment bylaw process | $- |
|  |  | Development Permit for facade improvement involving no additional floor area | $- |
| Variance Applications | | | |
| Required | Paid | Category | Fee |
|  |  | Development Variance Permit Application | $- |
|  |  | Board of Variance | $- |
| Temporary Use Permits | | | |
| Required | Paid | Category | Fee |
|  |  | Temporary Use Permit that is not combined with a zoning or OCP amendment bylaw process. | $- |
|  |  | Temporary Use Permit that is combined with a zoning or OCP amendment bylaw process | $- |
|  |  | Reissuance of Temporary Use Permit | $- |
| Total Development Fees | | | |
| Total amount paid for this application | | | $- |

|  |
| --- |
| **Instructions:** Please add details of your preferred method of payment and any additional information specific to your local government regarding the payment process. |

## Method of Payment

Permit fees shall be paid to the **<insert local government name>** by way of:

* Cash
* Cheque
* Money Order
* E-transfer
* Debit

***INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT***

|  |
| --- |
| **Instructions:** Please add contact information relevant to application submissions (address, email, fax, etc.) in the section below. |

|  |
| --- |
| **APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS**  In person:  Fax:  Email: |

|  |
| --- |
| **​​Instructions:** ​​Insert logo/emblem |

# Subdivision Application Form

**<insert name, address and contact information of local government>**

|  |
| --- |
| **​​Instructions:** ​​Insert name, address, and contact information of local government |

|  |
| --- |
| **Instructions:** Please update this list with the type of subdivision applications that are processed in your local government. |

**The subdivision process has many variables that are subject to the property, applicable regulations, and the scale of the subdivision. Applicants are advised to consult with Planning Staff before submitting a subdivision application.**

This application is submitted for the following (please check all that apply):

* Subdivision Feasibility Application
* Subdivision Preliminary Layout Approval
* Subdivision Preliminary Layout Approval Extension
* Final Subdivision Approval
* Boundary/Lot Line Adjustment
* Other Plans requiring Approving Officer signature

|  |
| --- |
| **Instructions:**You may provide a link to a subdivision application guide in this section if your local government has one, or you may choose to adapt the Guide to Development Applications provided in the toolkit package. |

For more information on each type of subdivision application and its approval processes, please refer to our Guide to Development Applications.

|  |
| --- |
| Applicant Details |
| **Name of Applicant:**  Check if the APPLICANT is the sole OWNER (if not, complete the Authorized Agent section and Owner’s Acknowledgement of Responsibility Form - attached on page \_\_). |
| **Property Owner’s Name: I/We**  Address of Owner:  City/Town/Village:  Postal Code:  Registered Owner of Real Property described as (full legal description):  Phone: |
| **Authorized Agent of the Owner:**  Address of Agent:  City/Town/Village:  Postal Code:  Phone: |
| Property Details |
| Civic Address(es):  *(If this application is for more than one property, please list all addresses below)*  Legal Description:  Lot \_\_\_ Block \_\_\_ Section \_\_\_\_ Plan \_\_\_\_\_\_\_\_\_\_ Except\_\_\_\_\_\_\_\_\_\_\_\_  Parcel Identifier (PID):  Existing Zoning:  Existing Use:  Adjacent Land Uses:  N \_\_\_\_\_\_\_\_\_\_\_\_\_\_S\_\_\_\_\_\_\_\_\_\_\_\_\_\_E \_\_\_\_\_\_\_\_\_\_\_\_\_\_W \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Proposed Development** *(Add a separate page as an attachment to the application with the title ‘Description of Proposed Development’.)* |

## Information Requirements

|  |
| --- |
| **Instructions:** The contents of the table below are some of the basic requirements that are common across local governments in BC. Please add/remove any requirements to suit your local government. |

**PLEASE NOTE**

*A pre-application meeting with staff is required to determine additional application requirements.*

| Basic Requirements (All Applications) | |
| --- | --- |
| Submitted | Requirements |
| ☐ | Application form filled and signed |
| ☐ | Current Certificate of Title (not dated more than 30 days prior to submission). |
| ☐ | Payment of applicable fees (refer to fees table) |
| ☐ | Copies of all non-financial charges registered on the State of Title (covenants, easements, rights-of-ways, etc.) |
| ☐ | Site Disclosure Statement (contaminated sites) for non-residential properties |
| ☐ | Proposed Subdivision Plan |

|  |
| --- |
| What Should be in the Proposed Subdivision Plan?  * Parcel and road layout, with dimensions of all parcels * North arrow; scale; existing streets and street names * Location of natural features, ie., creeks, lakes, steep banks, etc. situated on the subject parcel and adjacent parcel. * Location of existing buildings and structures * The total area (size) of the subject property and each proposed parcel * A copy of any rights-of-way or easements on the subject parcel * Contour information if appropriate * Applicable zoning setbacks (building envelope) * The location of any hazard areas, steep slopes and any areas subject to flooding; * The location and size of septic disposal fields; the location of potable wells. |

|  |
| --- |
| **Instructions:** The table below provides a list of additional documents and studies that may be required and can be modified to suit your local government’s needs. This section can be used during the pre-application stage to guide the applicant on the information required for their specific proposal. The first column marked ‘required’ is for staff to indicate what is needed from the applicant, and the second column marked ‘submitted’ is for the applicant to indicate what has been attached to the application. |

|  |  |  |
| --- | --- | --- |
| Additional Information Requirements | | |
| Studies/Reports | | |
| Required | Submitted | Supporting Documentation |
|  |  | Access Evaluation Report |
|  |  | Archeological Assessment |
|  |  | Architectural Report |
|  |  | Bio-Inventory Report |
|  |  | Code Consultant’s Report |
|  |  | Environmental Impact Assessment |
|  |  | Geotechnical Study/Report/Assessment |
|  |  | On-site septic approval application information for the Ministry of Health |
|  |  | Preliminary Servicing Report |
|  |  | Rationale Letter/Cover Report |
|  |  | Stormwater Management Plan |
|  |  | Transportation Impact Assessment |
|  |  | Traffic Study / Pedestrian Study |

For more information on the required studies, please refer to our Required Studies guide. For more information on Drawing detail requirements, please refer to our Drawing Standards Information Sheet.

|  |  |  |
| --- | --- | --- |
| Additional Requirements for Final Approval | | |
| Financial | | |
| Required | Submitted | Requirements |
|  |  | Proof of Payment (for all property taxes) |
|  |  | Payment of all relevant Development Cost Charges levied on the land (if applicable) |
|  |  | Payment of 5% cash-in-lieu for Parkland dedication |
|  |  | Deposit of Maintenance Agreement and Security (to guarantee the completion and performance of the works specified by the Agreement) |
|  |  | Deposit of Construction Agreement and Security (to guarantee the completion and performance of the works specified by the Agreement) |
| Plans Required | | |
| Required | Submitted | Requirements |
|  |  | Electronic Plan of Subdivision (prepared by a BC Land Surveyor) |
|  |  | Survey Certificate (to confirm the location of any buildings on the parcels included in the application) |
|  |  | Electronic Reference Plan (for rights-of-ways, covenants, or easements) |

## Declaration

I/WE hereby declare that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Registered Owner                                       Signature of Agent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date                                                                                                                       Date

|  |
| --- |
| **Instructions:** Please add your local government’s contact details under the ‘Freedom of Information Notice’ section below. |

**FREEDOM OF INFORMATION NOTICE:** Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this application and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to **<insert local government’s contact details>**.

|  |
| --- |
| **Instructions:** Please update the fees table provided below according to your Development Fees Bylaw. You can also edit/add rows to customize the table with the subdivision application types specific to your local government. |

## Development Fees

|  |  |  |  |
| --- | --- | --- | --- |
| Development Fees | | | |
| Required | Paid | Category | Fee |
|  |  | Subdivision Feasibility Application | $- |
|  |  | Subdivision Preliminary Layout Approval | $- |
|  |  | Subdivision Preliminary Layout Approval Extension | $- |
|  |  | Final Approval | $- |
|  |  | Boundary/Lot Line Adjustment | $- |
|  |  | Fee Simple or Bareland Strata Subdivisions | $- |
|  |  | Other Plans requiring Approving Officer signature | $- |
| Total amount paid for this application | | | $- |

|  |
| --- |
| **Instructions:** Please add details of your preferred method of payment and any additional information specific to your local government regarding the payment process. |

## Method of Payment

Permit fees shall be paid by way of cash, certified cheque or money order payable to the **<insert local government name>**.

***INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT***

|  |
| --- |
| **Instructions:** Please add contact information relevant to application submissions (address, email, fax, etc.) in the section below. |

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| **APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS**  In person:  Fax:  Email: |

# Drawing Standards

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| **Instructions:** Defining drawing standards reduces discrepancies during drawing review and may enable ease of processing the application. This section provides an outline of the standards and requirements that may be prescribed, along with some sample data that can be customized to suit your local government’s needs. |

## General

* North point must be indicated at the top or right side of a drawing and must be placed in a manner as to not obstruct the design elements.
* Locational details (e.g. Key plan, road names, neighborhood names, etc) must be included in plan drawings for ease of understanding.

## Sheet sizes

* Drawings submitted to the Municipality/Regional District shall follow the following standard sheet sizes:
  + ANSI D 558.8 x 863.6 (22x34);
  + ANSI B 279.4 x 431.8 (11x17).
* All drawings must be provided in either of the above-mentioned sheet sizes unless mutually agreed upon otherwise.

## Title block

* The title block must describe the contents of the drawing, including but not limited to,
  + Project name;
  + Drawing title;
  + Drawing number;
  + Scale;
  + Date;
  + Key Plan.
* The title block should not include legal description or developer name.

## Scales

Drawings submitted in the appropriate scale allows for ease of understanding and enables smoother processing of application. The drawings shall follow any of the scales mentioned in the table below:

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| Location/Site Plans | 1:2500; 1:5000; 1:10000 |
| Composite Plans | 1:500 |
| Details | 1:100; 1:500; 1:75, 1:20; 1:10 |
| Cross-Sections | Horizontal 1:100; Vertical 1:25 or 1:50 |
| Elevations | Horizontal 1:100; Vertical 1:25 or 1:50 |

## Dimensions, units and text

Drawings submitted to the Municipality/Regional District shall use the following specifications for dimensions, units and texts:

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| Units | Metric with an accuracy of 2 decimal places |
| Font style | Calibri |
| Minimum printed text height | 1.5 mm |
| Maximum printed text height | 5 mm |
| Standard text height | 2 mm |

## Medium of submission

* The drawings shall be submitted in the following media formats:
  + Paper;
  + Electronic (pdf).
* The prescribed sheet sizes should be followed for both media formats.

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## Drawing and Plotting Appearance

The table below provides information on what needs to be included in some commonly required drawings. Please include the applicable elements in your drawings.

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| Drawing and Plotting Appearance |
| Certified Survey Plan (Topographic Survey) |
| What Needs to be Included: |
| * Current survey within a year of application submission * North Arrow, PID, Legal Description * Street address, street name(s) and location, location and width of any lane(s). * Lot line dimensions in metres, and total lot area(s) in metres squared (m²). * Location and dimensions of all existing buildings and structures on the site. * Top of wall and bottom of wall elevations of all retaining walls * Front, rear and side yard setbacks from buildings to lot lines. * Existing lanes, registered easements, encroachments and rights-of-way. * Location of existing street crossings. * Existing grades at each corner of the lot(s). * Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property. |
| Certified Subdivision Sketch (Proposed Subdivision Plan) |
| What Needs to be Included: |
| * Current survey within a year of application submission * North arrow, Legal Description and civic addresses of all parcels included in the subdivision. * Bearing and dimensions of every existing and proposed parcel. * Lot area of each proposed parcel in square metres. * Proposed road and/or lane dedications, corner-cuts, fully dimensioned. * Location, dimensions and setbacks of all existing buildings and structures to be retained on the site. * Building envelopes indicating all required Zoning Bylaw setbacks, including minimum building envelope criteria for irregularly shaped parcels established under the Lot Width definition in the Zoning Bylaw. * Existing registered easements, covenants and rights-of-way. * Existing grades at each corner of the proposed parcels. * Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property. * Location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe of the adjacent slope and the degree of slope at 5 metre intervals. |
| Location/Site Plan |
| What Needs to be Included: |
| * North arrow. * Key plan (location of site relative to other major streets in area). * Street name(s) adjacent to and fronting the site. * Civic address of site. * Dimensions of site. * Location and dimensions of all buildings and structures. * Floor areas of existing buildings. * Building envelope setbacks from property lines dimensioned for all buildings and accessory structures. * Features projecting past setbacks, labelled with the siting exceptions dimensioned. * Top and bottom retaining wall elevations at key locations along retaining walls. * Proposed finished grade elevations at corner property line. Existing and finished grade levels. * Size and location of all off-street parking and loading with dimensions. * Access to parking and loading from street and/or lane with dimensions. * Location of garbage and recycling facilities. For small scale developments, please refer to the brochure here. * Location of the natural boundary of any existing watercourses or environmental features. * Location of proposed open or amenity space(s) with areas and percent of total site area. * Location of fire hydrants and fire lanes (including curbs and paving material). * Location of utility connections. |
| Building Sections |
| What Needs to be Included: |
| Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions. |
| Site Sections |
| What Needs to be Included: |
| Site sections that include existing and finished elevations 1.0 metre beyond neighbouring property lines and to the centerline of streets/lanes. |
| Floor Plans, including Parking Plans |
| What Needs to be Included: |
| * All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor. * Dimensions of all parking spaces and aisles. * All uses and dimensions for each floor. * All door, window and skylight locations. * Location of vents, bay or box windows, air conditioning units and additions. * Clear indication of proposed work for additions to an existing building. |
| Lot Coverage Overlay |
| What Needs to be Included: |
| Display lot coverage area and percentage for the site. |
| Floor Area Overlay |
| What Needs to be Included: |
| * Display Gross Floor Area /Floor Area for each floor. * For Digital files, indicate the area with red hatching over the floor plans. |
| Private Outdoor Space / Common Amenity Area Overlay |
| What Needs to be Included: |
| * Indicate the area with red hatching over the landscaping plan and show the calculated area amount within each amenity space. |
| Coloured Building Elevations |
| What Needs to be Included: |
| * Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and materials legend provided. * Existing and finished grade elevations to 1.0 metre beyond neighbouring property lines and to the centerline of streets/lanes. This should include existing grade, natural grade, staircases, and retaining walls. * Show and label the existing grade using dashed lines and show the proposed grades using solid lines. * Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof. * Dimensions of projections above grade. * Finish details and materials of exterior including colours and manufacturing name. * Notes indicating treatment of exposed concrete surfaces. * Door and window details and sizes. * Accessory building details * Existing Exterior Grade Line - Include an existing exterior grade line based on the grade elevations along the property line on the adjacent neighbouring property or Right-of-Way (e.g., City street side of property line). This is to be based on elevations provided on the certified topographic survey with each survey elevation used noted along the existing grade lines. * Proposed Interior Grade Line – Include a proposed interior grade line based on the proposed final grade along the interior of the property line (e.g., pathway, steps, driveway, etc.). This excludes the elevation of retaining walls located directly along the property line as this needs to be provided as a separate grade line. * Retaining Wall Grade Line – If applicable include a proposed retaining wall grade line along the interior of the property line. This will be based on the proposed top of retaining wall elevations whereas the bottom of retaining wall will be represented by either the existing exterior grade line or the proposed interior grade line. Include key peak retaining wall height measurements along the wall as well as top and bottom retaining wall elevations at key locations. * Extend the existing and proposed final grade lines to at least 1.0 metre beyond the site property lines. * Where the elevation of the building face varies from the proposed interior grade line, for example at the front and back of the building where there is a significant distance between the two, include a building face grade line based on the proposed final grade elevations along the building face. * Include elevations along each of the grade lines at key points along the lines (e.g., top of steps, significant slope transitions, etc.) * Each type of grade line must be differentiated from each other using solid or differently spaced dashes, and line weight. The lines should be clearly distinguishable in black and white, however different colours can be used for additional clarity. * Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including rooftop mechanical equipment and screening. * Building signage clearly indicated with dimensions. |
| Coloured 3D Renderings |
| What Needs to be Included: |
| 3D coloured elevation drawing to depict all elevations of at least two views of the proposed development and include views from all street frontages. |
| Landscaping Plan |
| What Needs to be Included: |
| * Provide common and botanical names, and sizes and quantities of all proposed plant material. * Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown. * Proposed retaining wall locations and plant materials. * Existing site contours, landscaping and material to be removed, including size, common name and placement. * Proposed fence locations, clearly noting the fence height, and provide fence specifications including material(s), colour(s), and type of finishing (e.g., semi-transparent stain). * Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls. |
| Servicing Concept Plan |
| What Needs to be Included: |
| * Existing and proposed topographic and legal base information including adjacent properties and road dedications. * Proposed frontage improvements, if any, including sidewalks, landscaping, street lighting, and roadwork. * Typical road cross sections. * All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops. * Proposed and existing storm, sanitary and water servicing connections, location and size. * Adjacent property transitions for works and services. |
| Site Disclosure Statement |
| What Needs to be Included: |
| Under the Environmental Management Act and Contaminated Sites Regulation (CSR), a Site Disclosure Statement is required to be submitted when a commercial or industrial site has a history of activities as defined under Schedule 2 of the CSR, one or more of the triggers for site identification applies to the site, and there are no applicable exemptions. See instructions on completing the form: [here](https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1). |

# Rationale Letter / Cover Report Template

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| **Instructions:** Providing a template for the Rationale Letter / Cover Report required from an applicant can provide more clarity on what is expected in the report. This section provides a structure and outlines what may be required under each section. The content of the template can be customised to better suit your local government’s needs. |

The purpose of this template is to describe the structure and requirements for a Rationale letter / Cover Report that explains the project’s conformity to relevant policies, form and character, materials, neighborhood context, relationship to adjacent properties, OCP objectives, etc. Rationale letters are typically required in Rezoning, OCP Amendment, and Development Permit applications.

This template is provided as a guide for public convenience only; not all sections will be applicable to all application types. Following the template as outlined should not be considered as a guarantee or right for development approval.

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| Rationale Letter/Cover Report Template | | |
| Part 1: Introduction | | |
| Contents | | |
| * Project Summary; * Description of the amendments requested; * Summary of the contents of this report; * Other relevant background information; * *OPTIONAL: Information about the owner and/or applicant (development goals, past projects, etc.).* | | |
| Part 2: Current Conditions and Proposal | | |
| Sections of Report | Content | Supporting Documentation |
| Site Details | * Description of site and context; * Description of surrounding area (structures, uses, lots in immediate proximity of the site in all directions); * Number of lots and legal description (including PID of all parcels involved). | * Existing Site Plan; * Survey Plan; * Site pictures; * Neighborhood Pictures. |
| Proposal Details and Requested Approvals | * General description; * OCP designation (current and proposed) (if applicable); * Zoning and Use (current and proposed) (if applicable); * DPs, subdivision and variances being requested; * Other approvals (HRA, etc). | * Table of current and proposed elements; * Proposed site plans * Elevations; * Sections; * Renderings. |
| Part 3: Project Context and Rationale | | |
| Sections of Report | Content | Supporting Documentation |
| Policy Context | Summarize the planning documents and policies that have been reviewed and describe how it guided the design process. |  |
| OCP/Policy Analysis | * Identify which OCP policies are relevant to the project and describe how the project responds to the applicable policies; * Include rationale for why any OCP amendments requested should be approved. | Illustrative images (optional). |
| Zoning Analysis and Rationale | Provide details of the primary changes to the zoning factors that are being requested and rationale for proposed changes.  Proposed variances should be outlined in a sub-heading for this section, if applicable. | * Illustrative images and diagrams (optional). * Project information Table |
| Additional Context Information (Optional) | Needs, demands and benefits, etc., to contextualize the application in the larger societal context. | Statistics and general applicable information. |
| Community Consultation | * Details of the stakeholders involved, and the kind of engagement conducted; * Summary of engagement feedback; * Details of any changes made on proposed design based on engagement feedback; * Summarize any future plans for engagement. | Images of engagement activities. |
| Part 4 Technical Studies | | |
| Sections of Report | Content | Supporting Documentation |
| Servicing | Provide information on the general servicing that will be provided for the proposed development. Address the following,   * Water; * Sewer; * Stormwater; * Hydro; * Tel/Cable; * Gas. | * Conceptual site servicing plan; * Stormwater Management plan; * FUS fire flow calculation and hydrant tests; * AWWA calculation or similar (water); * Stormwater detention and controlled release rate; * Grading plan. |
| Environmental Impact Assessment | Summary of issues and conclusions from EIA. | Environmental maps and images. |
| Arborist Report | Conclusions from the Arborist report and Tree Management Plan. |  |
| Transportation and Parking Rationale | * Access considerations (on site and off site); * Parking standards; * Traffic Demand Management proposals. | Transportation Impact Assessment and Parking Study. |
| Shadows | Describe how the shadows of the proposed structure(s) will impact the neighborhood in all directions at different times of the day and year. Include details of distances from neighboring buildings, any open space within development and landscaping information to support this description. | Shadow study |
| Public Realm and Landscape Design | * Describe how the proposed development will impact the public realm; * Describe any vegetation on site that may be impacted by the development and any mitigation measures that will be taken; * Describe any vegetation that will be retained. | * Landscaping plans; * Renderings of open space and public realm. |
| Geotechnical and Soils | * Provide geotechnical information of site from Geotechnical Report; * Conclusions from any similar assessments/reports conducted; * Include relevant information on how the project responded to any issues present. |  |
| Archeology | * Summary of the conclusions from archeological analysis and archeology reports (if any). | Archeology maps |
| Community Amenities (for rezoning only) | Amenities are either proposed by the applicant or negotiated between the applicant and the municipality/regional district.   * List of amenities that the development provides, with descriptions on how it benefits the community; * Include Calculations of CAC financial value (if applicable). |  |
| Other Technical Studies/Issues | If any other technical studies/reports were conducted, summarize conclusions (Wildfire studies, etc). |  |
| Part 5 Other Applicable Policies/Issues | | |
| Sections of Report | Content | Supporting Documentation |
| Housing | * Describe how the proposal responds to the Housing Needs Report; * Relevance of the proposal in relation to recent developments and current market demands. |  |
| Climate Change and Sustainability | Describe how the proposal aligns with policies in relation to climate change and sustainability. A list of potential topics that may be addressed are as follows:   * Energy efficiency; * Stormwater management; * Vegetation retention / addition; * Heating and Cooling systems; * Active transportation; * EV charging infrastructure. |  |
| Development Permit Areas | Describe how the proposed development conforms with policies and guidelines provided in relation to the Development Permit Area(s) that the subject area lies within. | * Renderings of Structures; * Material Board; * View Corridors. |
| Heritage | If the proposed development has heritage value/issues:   * Summary of applicable policies/guidelines and description of how the proposed development conforms; * If an HCP was conducted, summarize conclusions; * Summary of the actions taken to Preserve, Restore or Rehabilitate. | * Building Materials board; * Architectural style – description and renderings; * Scale and massing; * Public realm – renderings and description. |
| Part 6 Conclusion | | |
| Content | | |
| Summarize the project, rationale, and the community benefits to be achieved. | | |

# Project Information Table

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| **Instructions:** Providing a sample document for ‘project information’ or ‘site data’ may help guide the applicant in understanding the kind of information that is required. The ‘Project Information table’ below is provided for reference and can be customized to suit your local government’s needs. |

|  |  |  |
| --- | --- | --- |
| Project Information | Existing | Proposed |
| OCP designation |  |  |
| Zone (If unsure about proposed zone, state “new zone”) |  |  |
| Site area (m2) |  |  |
| Total floor area (m2) |  |  |
| Commercial floor area (m2) |  |  |
| Floor Area Ratio |  |  |
| Parcel coverage (%) |  |  |
| Open site space (%) |  |  |
| Height of building (m)  See Town zoning bylaw for the definition of height |  |  |
| Number of storeys |  |  |
| Parking stalls (number) |  |  |
| Bicycle parking number |  |  |
| EV Charging Stalls |  |  |
| Building Setbacks (m) |  |  |
| Front yard |  |  |
| Rear yard |  |  |
| Side yard (indicate which side) |  |  |
| Side yard (indicate which side) |  |  |
| Combined side yards |  |  |
| Location of all existing and proposed water lines, gas lines, wells, septic fields, sanitary sewer and storm drain facilities |  |  |
| Residential Use Details |  |  |
| Total number of units |  |  |
| Unit type, e.g. 1-bedroom ground-oriented units |  |  |
| Total residential floor area (m2) |  |  |